

**Position Title:** Town Treasurer

### **Statement of Duties**

The Town Treasurer performs highly responsible administrative and supervisory functions involving the receipt, expenditure and custody of municipal funds, the timely investment of funds and the borrowing of money, and with respect to the custody of tax title properties, within guidelines established by statute and professional standards.

### **Supervision**

The Town Treasurer is appointed by the Board of Selectmen. The Town Treasurer reports to and works under the direct supervision of the Town Administrator or designee. The employee is required to work independently, within established policies and procedures and the requirements of federal, state and local law (as applicable), with minimal direct supervision. The Town Treasurer is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

The Town Treasurer has access to some confidential information obtained during performance of regular position responsibilities.

Employee exercises supervisory responsibilities as assigned.

### **Judgment**

The Treasurer exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. The Treasurer has access to, and must exercise discretion regarding, confidential and sensitive information. Errors could result in legal repercussions, loss of funds, excessive costs, major financial losses from unauthorized expenditures, deterioration of the Town's financial position, and/or adverse public relations.

### **Job Environment**

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

The Treasurer's relationships with co-workers and the general public include frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as

vendors, banks and/or state agencies. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as departmental procedures.

## **Position Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

## **Essential Functions**

- Performs all functions required by Massachusetts General Laws and as required by local law, policies and procedures
- Plans, directs and supervises the work of the Treasurer's Office, including preparation and administration of department budget
- Maintains custody of all municipal funds and has the responsibility for the deposit and disbursement of these monies
- Oversees the investment of all funds; maintains constant vigilance of the Town's investments, cash position including cash flow projections; evaluates various investment or borrowing options; consults with bankers and advisors regarding investment strategies and timing
- Maintains custody of securities of Town and trust funds; accounts for income from investments and fund portfolios
- Monitors cash levels in the treasury and arranges temporary or long-term borrowing of funds as necessary for Town needs; pays interest and maturing debt; signs bonds, notes and other papers of credit for the town  
Responsible for the issuance of municipal debt and ongoing debt management; works directly with outside bond counsel and financial advisors to achieve compliance with all state and federal statutory requirements for bond issuance
- Receives deposits from all sources having to do with Town business; reconciles statements and makes deposits; transfers funds; pays bills
- Supervises the preparation of and issues town payroll
- Prepares monthly, quarterly, and annual statements relative to cash, investments, tax title, foreclosures, payroll, employee benefits, and debt obligations.
- Administers group health, life, and disability and county retirement system; processes reports and payments for employees' insurance, pension plan, and benefits plans offered by the town including cafeteria plans
- Responsible for tax titles, receipt of payments, discharge of tax titles, foreclosure sales or legal processes relative thereto
- Assists in the preparation of annual financial reports, capital improvement program and annual budget.
- Advises the Town Administrator on budget-related matters; provides advice on request from other Town officials

- Responds to inquiries and requests for information from the public, Town officials and employees, and other government officials, among others
- Performs all functions relating to payroll processing including preparing departmental payroll for submission to the contract payroll service, preparing bi-weekly reports balancing payroll and withholding information. Assists employees with payroll changes and assists new employees with required paperwork including group health insurance coverage and retirement membership/benefits.
- Performs similar or related work as required or assigned

## **Recommended Minimum Qualifications**

### **Education and Experience**

This position requires a Bachelor's Degree in accounting and additional specialized training in municipal finance. A minimum of three (3) years of experience in a municipal or public sector accounting office or five (5) years of experience in an accounting office or a combination thereof is required. Experience with municipal accounting book-keeping, and knowledge of Massachusetts General Laws including Chapter 32 is preferred. The candidate must have the ability to be bonded and stay bonded during the entire time as Treasurer.

## **Knowledge, Ability and Skill**

- **Knowledge:** Thorough knowledge of the principles and practices of financial management, the Massachusetts General Laws related to treasury functions, and other applicable state and federal laws related to municipal finance and taxation
- Working knowledge of Open Meeting Law, Public Records Law, and State Ethics Law
- Familiarity with investment vehicles, banking products and operations; knowledge of the investment market
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with, Town officials, employees and staff, governmental representatives, and/or the public
- Ability to prepare accurate financial reports and records
- Ability to communicate effectively in written and oral form; aptitude with numbers
- Ability to work in high pressure situations, as necessary
- Good organizational skills; detail oriented, takes initiative and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines
- Ability to plan and effectively manage Department budget
- Thorough knowledge of computer applications for financial management; proficiency in typing, word processing, spreadsheet, presentation and database software (such as MS Word and Excel).
- Honesty, reliability, discretion, and good judgment essential

## **Physical and Mental Requirements**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledgers or photocopy and computer paper (up to 30lbs.).

Duties are largely mental rather than physical, but the job may require use of motor skills for activities such as moving objects, operating a telephone system, frequent use of the computer and/or most other office equipment, typing and/or word processing, filing, sorting, and operating a motor vehicle.

This is an office-based job in a dynamic municipal office. While performing the duties of the Town Treasurer, the employee is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office.

**FLSA status**

This position is exempt under the Fair Labor Standards Act.